



NOTRE DAME COLLEGE

EMPLOYMENT APPLICATION COLLECTION NOTICE

1. In applying for this position, you will be providing Notre Dame College with personal information. We can be contacted as follows:
139 Knight St, Shepparton, VIC 3630
ndc@notredame.vic.edu.au
(03)58228 400
2. If you provide us with personal and sensitive information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may also collect personal information including sensitive information about you from others such as your referees. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. We are required to conduct checks and collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid working with Children Check (WWCC) and a National Criminal Record Check, which we will ask for. We may also collect other personal information about you in accordance with these laws.
4. The College's Privacy Policy is accessible via the College website under Key Policies and Documents or by request from the College office and contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of personal information collected about you. However, access may be refused in certain circumstances such as where access would have unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted.
6. We may disclose your personal information to the Catholic Education Commission of Victoria Ltd (CECV), Catholic Education Offices, and services providers that provide services in connection with staff administration systems.
7. The College may store personal information (including sensitive information) in the 'cloud'. The cloud service providers may be located outside Australia. This may mean that personal information is stored or processed outside Australia.
8. The College may also from time to time use third party online service providers (including for the delivery of third party online applications, or Apps relating to email and instant messaging, such as Google's G Suite and Microsoft Office 365 which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside of Australia.
9. The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside of Australia in connection with these third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the Australian Privacy Principles (APPs). The College's Privacy Policy (available on the College website under Key Policies and Documents), contains further information about its use of cloud and other third party service providers and their overseas locations).
10. Where personal and sensitive information is held or processed by a cloud or online service provider on behalf of the CECV to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes the Integrated Catholic Online System (ICON).
11. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and to refer them to the College's Privacy Policy for further details.
12. If you are employed by Notre Dame College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
13. Employee information is generally exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts, other College policies) may contain confidentiality clauses or other restrictions on the entities that employee information can be disclosed to.